



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

11 June 2024

DIVISION MEMORANDUM
No. **240**, s. 2024

CORRIGENDUM TO DIVISION MEMORANDA NOS. 228 AND 235, S. 2024 RE 3-DAY INTERNATIONAL TRAINING/ WORKSHOP ON OFFICE MANAGEMENT AND ADMINISTRATION ON THE THEME: "ADVANCED OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS" FOR DEPED HUMAN RESOURCES

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Education Program Supervisors
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. In view of the previous Memoranda, this Office announces that the said activity is indefinitely postponed.
2. However, all transactions made relative to the activity remain in place. Registrations and payments that were already credited to Philproflink are duly noted by the same and shall be carried through once postponement is lifted. Also, the established Division PMT are advised to standby for further notice.
3. All other provisions in the previous Memoranda remain in effect.
4. For information, guidance, and compliance.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



Address: Quezon St., Don Domingo Maddeia, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph